

## Biology Graduate Internship Guidelines

Biology internships provide students “real world” experiences, allowing the application of theories learned in the classroom to employment settings. Internships may also provide learning opportunities not available in the Biology Department curriculum. Internships aid students in choosing career paths and developing career goals prior to graduation. These can be paid or non-paid experiences.

Participating students enroll in the course BIOL 6850 Biology Graduate Internship for three credit hours. The general rule is that three credit hours is worth at least nine hours/week of effort by the student.

To enroll in BIOL 6850, the student must submit a **well-written** proposal, describing the internship, to the Biology Graduate Committee (Insert Application form link). For committee approval the internship must clearly provide rigorous learning opportunities that cannot be obtained in one of the listed biology courses. Credit cannot be awarded for merely shadowing a professional; the student must clearly demonstrate the internship experience extends beyond observation. Each student enrolled in Biology Graduate Internship must identify a Biology Department faculty member who agrees to function as Internship Advisor. The Internship Advisor is responsible for establishing, with the student, the assessment of the internship and is generally the facilitator of the experience with the student and assigns a grade. Every student enrolled in BIOL 6850 may be required to present their internship experience.

### **Application Process**

- Email the completed *Internship Application* (insert link to application file) to Dr. J. Mitchell Lockhart (insert link to [jmlockha@valdosta.edu](mailto:jmlockha@valdosta.edu)).
- Samples of internship proposals (insert links to documents)
  - Sample General internship proposal
  - Sample Environmental Science internship proposal
  - Sample Dental internship proposal
  - Sample Medical internship proposal

## **Additional Requirements**

- Must be enrolled in Internship in Biology during the semester of the experience
- Must have a mentor/internship advisor within the Biology Department
- Completion of application form (with signed approval of faculty advisor/mentor)
  - Credit hours requested
  - Objectives/purpose
  - Full description of internship: design, type, daily tasks, how objectives will be accomplished
  - Educational benefits: what is unique about the experience that cannot be received in the classroom and how will this help you achieve career goals
  - Assessment (established by internship advisor and student): description of how performance will be assessed/evaluated for each objective (such as presentations, journal, paper or case study, professional exam, or other measure developed by mentor/student).
- Potential presentation of internship experience near the end of the semester.

## **Application Deadlines**

**Spring – December 1**

**Summer – April 15**

**Fall – August 1**

## **Ideas for Internship Projects**

- Research the viability of a new program, campaign, or initiative; compile and present statistics.

- Create a proposal on a potential social media strategy, evaluate various social media platforms, or come up with suggestions for how your current social media strategy might be improved.
- Research and identify the most influential blogs in your industry. Follow them and provide weekly reports.
- Evaluate some area of IT functionality for tech-savvy interns; ask if they see a way to improve efficiency, streamline programs, or cut costs.
- Take responsibility for some regular task. Even if it's as simple as taking, and placing, the weekly supply order, it will demonstrate follow-through and an ability to take ownership.
- Prepare a budget.
- Create support materials, such as charts, graphs, or other visuals.
- Plan and coordinate an event or meeting.
- Produce a video or slide presentation.
- Perform a study or survey; analyze and present results.
- Clean up a database.
- Aid in the modification or enhancement of your internship program.
- Help screen and train replacement interns prior to your departure.